

QEP Attendance Pilot Subcommittee Minutes

Date: October 17, 2024

Time: 2:30 pm

Location: MCC 4900

Present: Jeremy Bennett, Kristen Corbell, Amanda Fields, Kristen Johnson, Joe Rowland, Robert Stoesen, Jen Whisman, Nick Yale

Guest: Sandra Flynn

Absent: La Tia Hairston, Jason Johnson, John Ratliff,

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett/Kristen Corbell

TOPIC	PRESENTER(S)	NOTES
Welcome	Jeremy Bennett	Dr. Bennett welcomed the group and thanked them for attending this meeting. Just wanted to check in on the pilot process. What are we learning? Do we need to make adjustments?
Attendance in Self-Service Discussion	Kristen Corbell	<p>Dr. Corbell invited Sandra Flynn, Instructor, Office Administration, to discuss taking attendance in her MED 120 online class for the Surge Tech program. We are trying to figure out how to take attendance without increasing the burden on faculty.</p> <p>Sanda uses a third-party tool in her class but uses an assignment that she built in Canvas to document attendance. All of the assignments for her class open on Wednesday at 7:00am and close the following Tuesday, at 11: 59pm. She uses the date that the student completed that assignment and records the assignment on that specific date. This is a very cumbersome process because you must keep changing the date. If the student didn't complete the Canvas assignment, Sandra goes back to see if the student completed any assignment in the third-party tool and marks the student present on that day. If they didn't do any work for the entire week, Sandra marks them absent for all seven days.</p> <p>After discussion Dr. Corbell and Sandra thought that it shouldn't matter what date the students did the work as long as they did something during the assignment work week. Why would we care when they did the work as long as they reported in for that week? So, then Sandra tried recording attendance only on the due date. She marked them present or absent on that date. That made it much easier/less time consuming because she was only on that one date. She found was that took her only 5 minutes to do 3 sections; the other way took her at least 30 minutes to do 3 sections.</p> <p>There is concern that we can't track third-party submissions as well as in Canvas. That isn't true for the third-party software that Sandra uses for her class. She can see all of the students' grades because all of those assignments are deployed into Canvas. The student goes through Canvas and clicks on the assignment and completes it. Then their grades</p>

clearly show the date they did that assignment. Dr. Bennett commented that this is the benefit of requiring everyone to use the Gradebook in Canvas. That is what they did at his last institution. You can look at the Gradebook and cross reference the last day students logged in with the last date of activity. That is what Central Piedmont was doing.

Kristen Johnson brought up the faculty who have blended, hybrid and webbed courses, they have to take attendance both ways. Dr. Corbell said that she is looking at the data in Sandra's class. If we were to get an LDA automatic it would do it correctly.

Dr. Corbell stated that we have learned an important lesson. Now we have to figure out what we will do when we roll this out to everybody. We don't want faculty to feel an extra burden. Nick Yale suggested having Canvas capture every time a student logs in and put it in Self-Service. Unfortunately, Self-Service cannot be modified. We were willing to pay for a modification, but when Self-Service sends out a patch, it overrides everything including modifications.

Kristen Johnson talked about blended courses. She said that most faculty have more than one assignment each week in Canvas. It will make it easier if they just mark attendance once a week.

Dr. Bennett has asked Nicholle Stone if there is a way that we can set up a flag in Canvas when a student doesn't log in for a certain period of time so we can notify instructors or the QEP analyst position. This will help faculty to contact students when they have been gone for 3 or 4 days. Sandra replied that you can go to "People" in Canvas and see the last time a student logged in and the total number of hours.

Dr. Corbell said that Curtis Way has been working to get graded activities from Canvas into Informer 5. Can we have a burst column? He can burst out an email of the graded activities in Canvas every week, would that help?

Sandra talked about a feature that she uses in Canvas for reminding students. She does this 24 hours in advance. She goes to the Gradebook, and she can see who hasn't submitted assignments for the week. If you go to "Assignment Description" and click on "...", you can say "Message students who have not yet submitted" and you type a message. You can see your recipients and click "Send" and your email message is sent to every student who has not submitted an assignment.

Kristen Johnson asked for more advanced training in Canvas. Dr. Bennett stated the ACUE training for all FT faculty and all PT faculty (6 hours paid) will be on the mandatory use of gradebook. They are overhauling Modules One and Two. Dr. Bennett will ask for more advanced training for faculty in Canvas. Jen Whisman noted that some of the features Sandra mentioned were introduced when the faculty were first trained on Canvas. A review of those modules might be good.

The group discussed administrative withdrawals. Joe Rowland was not aware of any administrative withdrawals due to attendance. Sandra suggested that we need to communicate through the faculty before administratively withdrawing a student. What if she has been working with a student who had come to her with extenuating circumstances and all of a sudden that student is dropped?

Dr. Corbell said if a student has been absent for several days, it is probably because of something medical, and would go through Dr. Lawson's office. Then we would use an "E" for excused. That student would not be administratively withdrawn. Kristen Johnson replied that the "A" is used absent non-excused. We use "P" for present/participating. Dr. Corbell said if we get an automatic LDA, it will be assigned to look only for the "A" where there is no medical excuse. Dr. Bennett said this will be part of the training.

Dr. Corbell stated that it is essential for faculty to put in attendance in on a regular basis so that the college stays in compliance with return to Title IX. If faculty don't enter attendance in a timely manner students won't get their early alerts. We will miss the opportunity to reach out to them to see why they aren't attending. Right now, the faculty put in the early alerts, but part of the QEP is to automate the early alerts. Then we won't have to have mandatory progress reports from every faculty for every single student. Kristen Johnson would like to use the term "Alert" and be able to use it throughout the semester. Dr. Bennett stated that we are exploring some ways to better connect attendance data to the Student Information System.

Amanda Fields shared a comment from the English instructor who is teaching the English section for the Aviation students in the pilot. The policy is worded more for the instructors rather than being student-facing. He suggested having a detailed version for the instructors and a more reduced version for the students. Something like, "You will be removed from the class if...". Dr. Corbell liked the idea of piloting a student facing version. Amanda will share a draft.

Amanda asked when the syllabus will be ready. The group talked about out-of-date syllabi. Then got on the subject of merged sections. This the last semester that faculty will be able to merge sections. Merged sections impede pulling data; it interferes with blueprinting; it affects the EPA process; and there are many more processes it affects. Sandra commented that this will make more work for faculty.

Please let Dr. Bennett and Dr. Corbell know if there are any other lessons learned from this pilot so they can think them through. Are you seeing any changes in how the Gen Eds are doing? Kristen Johnson will connect with Robert Whiteside who has a blended 163 and F2F to see if he has encountered any issues or what his thoughts are on taking attendance. Kristen has multiple sections of 175 that are blended. She can use the same policy for all sections so that all students are treated equitably. Dr. Corbell said as long as we don't do an administrative withdrawal it is something to think about. Amanda Fields suggested having a checklist of attempts for faculty to try to contact the student (phone call, email, etc.). Dr. Bennett and Dr. Corbell will look at this.